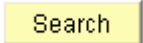




Employee Termination

An employee terminates employment upon leaving state service. Enter termination information by 6:00 p.m. on the Tuesday following the end of the pay period in order for the system to automatically calculate any vacation leave payout.

How To: Enter an employee termination and select an Action/Reason.

STEP 1:	Select the menu items in the following order: Workforce Administration > Job Information > Job Data
Expected Results:	Job Data search page displays.
STEP 2:	Enter the Employee ID in the EmplID field. Click 
Expected Results:	Work location page displays.
STEP 3:	Click  to add a row.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field.
STEP 4:	Change the Effective Date to the date of the employee termination (the first day the employee does not return to work or does not have leave scheduled).
Expected Results:	The field updates after tabbing out or clicking on another field.
STEP 5:	Select Termination from the drop down list in the Action field.
Expected Results:	Termination displays in the Action field and the Reason field becomes blank. HR Status and Payroll Status change to Inactive.
STEP 6:	Select the appropriate Reason for the termination from the drop down list next to the Reason field.
Expected Results:	Reason displays.
STEP 7:	Click 
Expected Results:	The date immediately before the Effective Date automatically populates in the Last Date Worked field on the Employment Data page.